

Attachment 5

to Operations Group Chairman's Factual Report

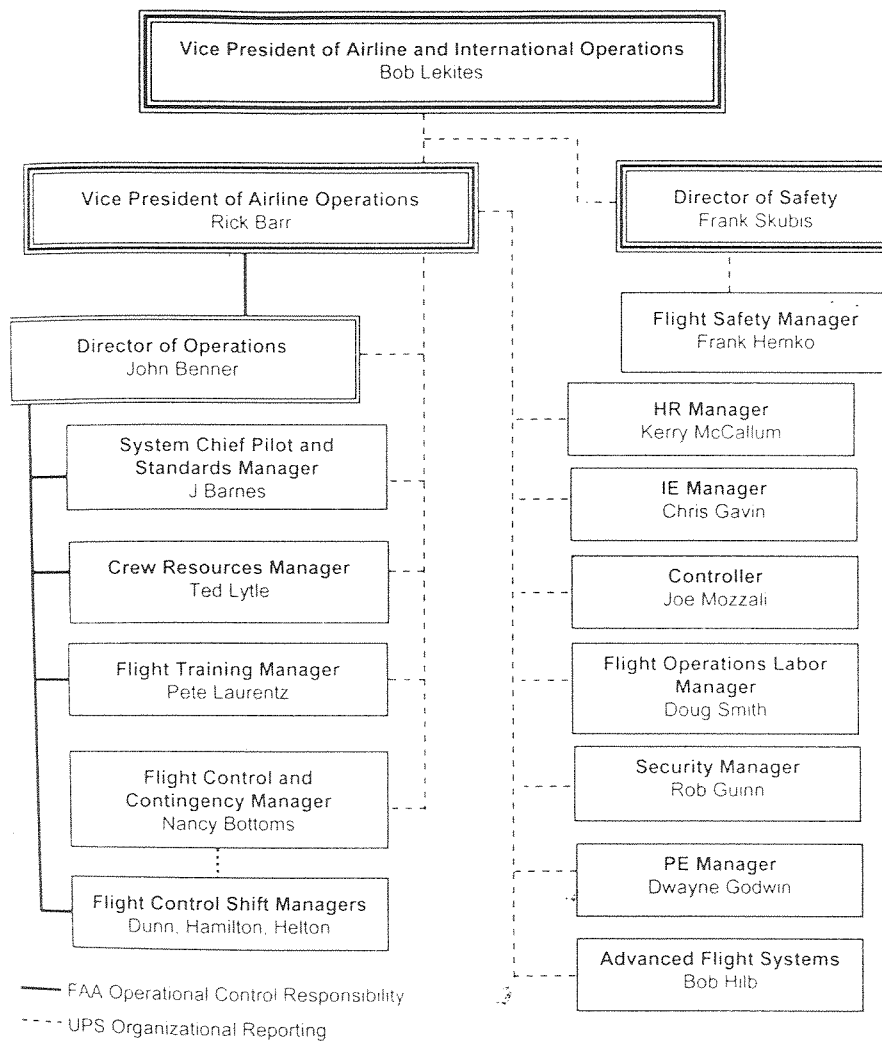
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UPS FLIGHT OPERATIONS MANUAL

ADMINISTRATION

AIRLINE ORGANIZATION CHART

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CREW PROCEDURES

Consult the Problem/Action Matrix at the beginning of this section for a brief description of recommended actions.

WARNING: IT IS IMPORTANT TO REMEMBER THAT DANGEROUS GOODS INCIDENTS WHILE AIRBORNE HAVE THE POTENTIAL TO BECOME CATASTROPHIC, AND EXTREME CAUTION SHOULD BE TAKEN IN DEALING WITH THEM. THE HISTORY OF SUCH INCIDENTS IN OUR INDUSTRY HAS PROVEN THAT UNDECLARED HAZARDOUS SUBSTANCES SHIPPED UNKNOWINGLY BY AN UNCERTIFIED SHIPPER CAUSE THE MAJORITY OF SERIOUS PROBLEMS. IT IS, THEREFORE, ALMOST IMPOSSIBLE FOR THE FLIGHT CREW TO KNOW PRECISELY WHICH PACKAGE IS CAUSING THE PROBLEM. IF AN AIRBORNE DANGEROUS GOODS LEAK IS SUSPECTED, THE CREW SHOULD GIVE SERIOUS CONSIDERATION TO DONNING OXYGEN MASKS AND SMOKE GOGGLES, DECLARING AN EMERGENCY AND DIVERTING TO THE NEAREST SUITABLE FIELD.

If an emergency is declared for any reason, and you have DG onboard the aircraft, Crash/Fire/Rescue personnel should be informed of their nature and location if practicable. If the number of DG packages aboard is too numerous to specify individually, attempt to give a general comment about the classes of Dangerous Goods aboard and inform them that these packages are distributed throughout the aircraft. Take the DG Envelope with you as you egress and give it to the Fire Chief ASAP.

For international flights, UPS maintains a computer database containing individual Dangerous Goods package information, including type and location on the aircraft. You may answer any inquiry by ATC by directing them to contact UPS operations in SDF. ATC staffs maintain international access phone numbers.

NOTE: While inflight, the Director of Operations is responsible for notifying flight crewmembers through Flight Control or ATC of potential danger when items on board the aircraft are known or suspected to be involved in a hazardous material spill.

POST FLIGHT

If there have been no non-normal activities regarding Dangerous Goods, leave the Air DG Envelope in the aircraft pouch or on the cockpit pedestal. No further action is required.

If there have been problems with the documentation, coordinate with gateway management concerning the retention of the paperwork. If you are in a Domicile or Operations Center, take the paperwork to an ACP for follow-up. Complete a "Hazardous Material Event Report" if advised to do so.

If there has been a Dangerous Goods incident, contact the ACP and gateway manager and retain all documents. Complete a "Hazardous Material Event Report" in accordance with the FOM. Gateway and Flight Operations managers are responsible for contacting the appropriate government agencies about Dangerous Goods accidents or incidents.

If you land at a non-U.S. airport other than your destination while on an international flight, contact Flight Control for guidance regarding handling of your DG.



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GENERAL OPERATIONAL INFORMATION

Elements of Shipping Papers

The elements of the Shipping Papers are:

24 Hour Emergency Telephone Number - This number is required for the possibility that we need to contact the shipper in the event of a mishap. The following items are exempt from this requirement:

- LTD QTY shipments
- Dry ice or solid carbon dioxide
- Consumer commodities
- Electric wheelchairs
- Internal combustion engines
- Battery powered equipment or vehicles
- Refrigerating machines
- Castor products (bean, meal, flake or pomace)
- Stabilized fish meal or scrap

Package Reference and UPS Account Number - For UPS accounting use only

Shipping Description - This information provides the detail about the package required by the NOTOC regulations. It need not be reviewed prior to departure, but is available for review in the event of a mishap.

Label Information - Information specifying the labels required for the shipment. UPS agents, including crewmembers, may replace labels that come off during shipment in accordance with this section.

Shipper's Certification - This is verification that the package meets all shipping regulations, and is signed by the person who prepared the package for shipment. It may either be typed or signed by hand.

Deletion Boxes - This section allows the shipper to designate whether the package conforms to "Passenger Aircraft" or "Cargo Aircraft Only" quantities. The non-applicable box is obliterated, leaving only the applicable box legible. Packages shipped in "Cargo Aircraft Only" quantities must be accessible to the crew inflight, and can therefore only be loaded aboard the main deck of the B747.

CONTAINER POUCHES

The container pouch (Figure 6) is used both to hold the shipping papers for all Dangerous Goods packages loaded in any particular container or belly compartment, and to provide the Captain with NOTOC required information. Each container with Dangerous Goods loaded in it will have its own pouch. Pouches are red and white, bordered with red/white hashes.

The information listed on the pouch is self-explanatory. Three elements on the pouch are required for NOTOC compliance:

- Container position on the aircraft
- Total number of DG packages in the container/belly compartment
- Signature verifying that the container is loaded properly, including segregation of non-compatible packages, and contains no damaged or leaking packages



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As the loader places a Dangerous Goods package in the container he will mark the hazard class in one of the grid squares. Additional packages of that same hazard class will be noted by a slash in that grid square. Some variants of the pouch include a box in the lower left hand corner so that loaders may note where they have placed incompatible packages. This can help in ensuring proper segregation of incompatible packages, but it is not required that the loader fill in the box. As a matter of practice, loaders usually place Dangerous Goods packages near to the container door for ease of access.

The total quantity of dry ice loaded in the container is also listed on the pouch. The total quantity of dry ice loaded on the aircraft can be calculated by adding this figure from each pouch. That figure may then be compared to the dry ice limit charts in this chapter if compliance with the limit is in question.

The form is a rectangular label with a red and white striped border. At the top left is the UPS logo. The main title is 'DANGEROUS GOODS' with 'AN CONTAINER POUCH' below it. Below the title is a grid of squares for marking hazard classes. To the right of the grid are fields for 'TOTAL DRY ICE', 'LOAD DATE', 'SHIP DATE', 'NEST DAY AM', '2 DAY SELECT', and 'INTERNATIONAL'. Below the grid is a section titled 'CONTAINS DANGEROUS GOODS' with instructions to 'Place the corresponding alphanumeric class and division in the diagram below in the location where marked'. At the bottom right is a section titled 'TOTAL DANGEROUS GOODS PACKAGES' with a 'Check here if this ULD contains any shipments within Cargo Aircraft Only' and a checkbox.

Figure 6
(Red and White Border)

Figure 6 is an example only, variations are being used in the UPS system.



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AIR DANGEROUS GOODS ENVELOPE

This is a large red and white envelope designed to hold all pouches for the containers loaded aboard the aircraft (Figure 7). The only NOTOC required element is the signature by the load supervisor verifying that there are no known leaking or damaged packages. The load supervisor uses the signature on the pouches, plus whatever visual inspection he may choose to make, as confirmation.

AIR
DANGEROUS GOODS
ENVELOPE

FLIGHT/DEST: _____
DATE: _____

THERE IS NO EVIDENCE THAT ANY DAMAGED OR LEAKING PACKAGES
CONTAINING DANGEROUS GOODS HAVE BEEN LOADED ON THIS AIRCRAFT.

LOAD SUPERVISOR
NAME AND SIGNATURE: _____

Figure 7
(Red and White Border)

